

DRAFT

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NOTICE

PERSONNEL
28 January 1959

POSITION ANALYSIS

AS RELATED TO

CAREER SERVICE AVERAGE GRADE

REFERENCES: Regulations

1. GENERAL

The procedures governing the assignment of personnel by Career Services to operating units as given in Regulation make possible the move- ment of Career Service personnel into flexible positions without requiring the revision of planning papers or the reclassification of positions. This notice introduces a further step in the direction of flexibility and it establishes a new relationship between the process of position analysis and the administration of personnel by Career Services.

2. POLICY

- a. The classification of new positions and the reclassification of existing positions, whether limited or flexible, will be accomplished with the minimum necessary review if such classification and reclassification action is accompanied by compensating changes which result in no increase in the average grade of the Career Service concerned.
- b. Classification actions resulting in an increase in the average grade of a Career Service will require justification both with regard to the position or positions affected and with regard to the importance and weight of the general requirements placed on that Service.

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c. The Deputy Directors, Intelligence, Plans and Support, will be called upon to review and approve increases in Career Service average grade for Career Services under their jurisdiction before these are referred to the Director of Personnel. They may compensate for increases in the average grade of one Service under their control by making reductions in other Services.

d. Chief, Salary and Wage Division, Office of Personnel, will apply the techniques given in Regulation [] to all changes in classification. The extent of his survey will, however, be determined by the extent to which the changes proposed affect the average grade of the Service or Services concerned.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. White
Deputy Director
(Support)

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